'Manual' intended for 8-page A5 printing format.
Check current-date of each section

INVERNESS SUB AQUA CLUB

MEMBERS' USER MANUAL

(started May 1996, ***Main update May 2012****.)*
Secn Updates: ***5,&8*** *May 2011,* ***1,2,9,10*** *July 2011,* ***6,7*** *Jan 2012,* ***3,4,****May 2012*

Website WWW.DIVEISAC.ORG.UK

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INVERNESS SUB-AQUA CLUB

CONSTITUTION AND RULES
QUICK SUMMARY (DEC 1996)

* for lazy readers! - Request the FULL version *

1. TITLE:

Known as Inverness Sub-Aqua Club - the 'Club'

2. OBJECTS:

Aims and objects as those of the British Sub-Aqua Club

3. PRESIDENT:

Elected by unanimous agreement of Committee; can hold another office also.

4. MEMBERSHIP:

1) Five member classes, Which shall contain only B.S.A.C. members:
   a. Full - 18 or over.
   b. Junior full - between 14 and 18.
   c. Junior - under 19, but not using a breathing set.
   d. Associate - any age but not including swimming activities.
   e. Honorary - any person invited by the Committee.

2) Members are those who apply with subscription and are accepted by Committee.

5. MANAGEMENT:

1) Committee holds and administers, for the Club's benefit, all its funds and assets.

2) Committee has four officers, Chairman, Secretary, Treasurer and Diving Officer, and not less than four members, the number at the Chairman's discretion.

3) No-one continuously holds an office for more than three years, nor a Committee place for more than five years unless two-thirds approve at a General Meeting.

6. HONORARY TREASURER:

1) Keeps proper account books of Club transactions/ investments. Keeps an account at a Bank the Committee approves, in the Club's name, with two signatories from any of the Chairman, Secretary and Treasurer.

2) Responsible for handling Club's debts, subscriptions and liabilities from Club funds as the Committee directs.

3) Prepares annual accounts for the Club year, which ends 31st December, has them audited by those appointed by the Committee, and submits them to the A G M.

4) Committee may approve any person as his/her assistant.

(contd:)

7. GENERAL MEETINGS:

1) Three weeks' posted notice of the Annual General Meeting is to be given, to be held in January or February each year.

2) The officers and members of the Committee are directly elected at the A G M.

3) Special General Meetings are called by Committee if at least 5 members give written demand and 14 days notice, together with reasons, to each member.

4) The business of a Special General Meeting is only that for which it was called.

5) General Meetings Quorum is the greater of 10% of membership or ten members.

8. COMMITTEE:

1) Holds office from after the elected General Meeting to close of the next A G M.

2) Normally meets once a month.

3) Can co-opt up to four non-voting members and can fill any vacancy among its officers or membership.

4) Decides interpretation of these Rules, and any occurrence not covered by Rules as long as an appropriate amendment is moved at the next A G M.

9. VOTING:

1) Voting at General Meetings is by show of hands or ballot of members present, passed by a simple majority.

2) Any motion Committee thinks may affect Objects/Rules needs (a) 14 days' notice to all members, (b) 2-1 majority of not less than 20% in a ballot of all members.

3) The Chairman of any Meeting only votes when his casting vote is necessary.

4) Only Full, or Novice[=Ocean] Diver Junior Full, paid-up members vote at General Meetings.

10. DISCIPLINE:

1) A 2/3rd majority of the Committee can suspend or request the resignation of any officer or member.

2) The member must have reasonable opportunity to reply.

3) The member deemed to have resigned if request not complied with within 7 days.

11. CHARGES:

1) People joining/rejoining pay entrance fee as decided by the Committee.

2) Subscriptions are decided by Committee, renewable on the anniversary of the first day of the joining, month, [" or on a common renewal date" - is proposed to add 2011]

(contd)

12. DISSOLUTION:

1) If a General Meeting resolves to dissolve the Club, and if a 2/3 majority of those at a Special General Meeting confirm it within one month, Committee shall realise the Club property at the specified date, discharge all liabilities, and hand over the net assets to that body specified by resolution as having similar Objects to the Club's.

EACH INFORMATION SECTION states the DATE LAST CONFIRMED (NM May 03)

1. Club Details and Annual Awards Jan2011

NOTES

1. INVERNESS SUB-AQUA CLUB was formed 29th October 1968 and became B.S.A.C. BRANCH 346 on 27th April 1969.

2. THE CONSTITUTION was:
   - greatly revised: March 1983
   - amended: Jan 1984, Jan 1986, Mar 1996.

3. STANDING ORDERS for conduct of Branch dives are reviewed annually by the D.O. & Committee

4. CURRENT ANNUAL CLUB AWARDS ARE:

- CLAM CUP (1972):	Best project of the year - Committee vote
- TELEGRAPH TROPHY (1984):	Set of 3 photos best describing the Club spirit - AGM vote
- D.O.'S CUP (1990):	Diving Officer's personal award (John Weston memorial)
- GOBY AWARD (1995):	Best talk/show given to the Club in the year - AGM vote
- TRAINING AWARD (1996):	Training Officer's recommended worthiest Trainee.
- GOLDEN CLAW (2001?):	Year's most impressive gaffe - AGM vote
- J B AWARD (2002):	Year's best Dive-weekend feast - AGM vote (diver/chef Jim Bain Memorial)

2. Current ISAC Standing Orders (reviewed yearly) Part-reviewed July 2011

Inverness Branch endorses BSAC's SAFE DIVE PRACTICES booklet. The Committee, with the D.O.'s advice, have also adopted the following for Club Dives:
[A 'Club Dive' means a 'BSAC authorised Branch dive/activity' - BSAC defines it as one carried out with the D.O.'s prior knowledge and approval, supervised by a qualified/appointed dive marshall. BSAC insurance might not cover other dives.]

1. Buoyancy Compensators should be worn on all dives
2. In the event of a rapid ascent from depth or missed stops administer 100% oxygen and seek medical advice.
3. Dive Marshalling should be supervised by an Advanced Diver (unless varied at D.O.'s discretion).
4. Ocean Divers should not dive deeper than 20 metres; Sports Divers 20 m on qualifying & 35m on completion of depth experience dives; Dive Leaders and Advanced Divers 50m
5. Ocean Divers should not be taken more than 5 metres deeper than they have dived before.
6. The inappropriate use of alcohol is frowned upon - drinking and diving is a definite no, no.
7. Visiting divers are welcome, but their log-books must be checked (no verbal qualifications).
8. A boat handler (on D.O.'s current boat handler list) must be present whenever a club boat is used, and ideally in command during dive activities (ie you need two handlers if they want to dive)

(contd:)

9. Club equipment should not be used for commercial purposes, or outside a Club Dive, unless the Committee says it's OK.
10. Suitable equipment for identifying depth and dive time should be worn on all dives.
11. Club members who are under 18 must have a guardian present at all Club Dives and those who are under 16 must have a guardian who is an active diving member.
12. A suitable person should provide shore or boat cover as necessary. This is essential if any diver underwater is not qualified to Sports Diver Level –in this situation the shore cover should be at least a Sport Diver
13. In accordance with the published BSAC safe diving practices ISAC recommends that an alternative air source is carried by all divers on all dives. The minimum requirement is for an "Octopus" regulator. It is however highly recommended that each diver carries a separate, back up air supply (for example pony cylinder, twin set etc) to increase self sufficiency and to allow him/her to regain the surface without direct assistance from their buddy in the event of a loss of breathing gas. The most appropriate type of redundant air supply to be used should be determined as part of the dive plan / risk assessment for that dive."

3. D.O. Approved ISAC Boat Handlers May 2012

** one must be present whenever a club boat is used **

The D.O. is responsible for maintaining the list of members who are approved boat handlers and/or towers. S/he will normally expect an approved person to have attended a BSAC Boat Handling Course and demonstrated 5 hrs experience on an ISAC boat, or have equivalent skills. Although the boat has its own insurance it is the responsibility of the driver to ensure s/he has adequate insurance for towing with her/his vehicle.

At sea the boat is the responsibility of the boat handler.
On land the boat is the responsibility of the tower
See Website for D.O's approved handlers list, as last advised. Check it is uptodate.

4. ISAC Equipment List & individual 'Carers' May 2012

	KEPT AT:	BY:
COMPRESSORS/RIBs/TRAILERS		
Diesel Air Compressor /Trailer	Balloch -	Donald MacNeill
Petrol Air Compressor, 5 Gall Can, Trolley	Balloch -	Donald MacNeill
5M Yellow Humber RIB,60HP Yamaha &Trailer	Balloch -	Donald MacNeill
Equipment/Boat Maintenance records (websitelog also)	Balloch -	Donald MacNeill
RIB trailer travel kitboxes (2),Fire Extingr, flushing-muffs	RIB at Balloch -	Donald MacNeill
Trailer wheel washer kit	RIB at Balloch -	Donald MacNeill
SEA-ELECTRONICS		
RIB: fixed: Radio(Icom) , or 'mountable': H/hold Compass	RIB at Balloch -	Donald MacNeill
and 2 Lowrance Sounders 25A(+'25' to check)	RIB at Balloch -	Donald MacNeill
Icom h/held VHF radio/charger [new 2011]	RIB at Balloch -	Donald MacNeill
2 older Icom h/held VHF radio/chargers (may not work)	RIB at Balloch -	Donald MacNeill
GPS -Global Nav Sport, may not work	check Balloch -	not known
Magnetometer (Navstar)	Inverness -	George Brown
OTHER		
Binoculars	RIB at Balloch -	Donald MacNeill
Oxygen Kit 1 (in orange tube) + 1st Aid set	Inverness	Gary Friedman
Oxygen Kit 2 (in orange tube) + 1st Aid set	Mulbuie -	Gerard Storey
Data Projector [new 2010]	Mulbuie-	Valerie Gunn
Overhead Projector (non-digital)	(to locate)	
Microscope	N Kessock -	Alan Skea
Club Record Books	Inverness -	Claire Johnston
Library Books, Admiralty Charts	RNLI Kessock-	Gary Friedman
Resuscitation 'Annie'	RNLI Kessock-	Gary Friedman
D. O. Diver Qualifn. Records -or with Training Officer	Inverness	Gary Friedman
Charts in steel cabinet	Balloch	Donald MacNeill
Laptop	Inverness -	Claire Johnston

5. ISAC Officers May 2011

Elected (AGM): DO.	Appointed	Committee Appointed /Volunteered:	
CHAIRMAN	Training Officer	PRESIDENT	Fund Raiser
DIVING OFFICER	Equipment Officer	'Goby' Editor	Social Officer
SECRETARY		Librarian	etc.
TREASURER			
(& optional deputies)			

6. Membership Rates Jan 2012

ISAC Subscriptions are renewable on 1st September each year. Members joining mid year pay pro rata up to that common renewal date. BSAC membership is paid in addition.

	ISAC part		BSAC/HQ part (May 2011)		TOTALS	
Age	**ISAC Member Class**	**Renewal [+New]**	**BSAC Member Class**	**Renewal (Abated)**	**Renewal (Abated)**	**New Members**
18+	FULL	66 [+20?]	FULL DIVING	54(37)	120(57)	+20 & add
14-17	JUNIOR FULL	20 [+10?]	JUN. DIVING	26	36	cost of
14+	HONORARY	0	FULL DIVING	54(37)	54(37)	training
(Swimming only:)						packs
8+	FULL(SNORKEL)	10	FULL SNORKEL	54	64	
8+	JUNIOR(SNORKEL)	10	SNORKEL	17	27	
(No swimming/air:)						
0-99	ASSOCIATE	10	ASSOCIATE	44	54	
0-99	HONORARY	0	(SNORKEL?)	16	16	

NEW Members undergoing Training -add £20.

Reductions for: Club/O.W. Instructors & Adv. Divers: £5
(from BSAC) Adv. Instructors & 1st Class Divers: £10
National Instructors: £20

7. Charges for Cylinder Use and Air Fills - pay Treasurer when billed Jan 2012

DIESEL COMPRESSOR at Donald MacNeill's house, Balloch- ONLY TO BE USED BY those who have been assessed), & at agreed hours
Petrol COMPRESSOR at Donald MacNeill's house, Balloch- ONLY TO BE USED BY those who have been assessed), & at agreed hours
AIR-FILLS, Club compressors: £2.50 each; free for instructors when training others.

8. Charge/Remuneration for Equipment taken on Dives May 2011

TOWING (assuming vehicle properly rated/insured):
Boats 30p/mile; Compressor 15p/mile; (Petrol compressor negotiable)
COMPRESSOR use: £2.50/fill (fuel cost reimbursable)
BOAT USE levy to Club: £10/day per diver (members' insured boats also offered this, or actual costs if notified in advance)

9. Normal Dive Excursion cost-sharing July 2011

The Dive Manager/Excursion Organiser is responsible for deciding or deputising this. Calculation method can be adjusted (eg for non-divers & children) so long as it is fair and (s)he is prepared to explain its basis if asked!

NON-DIVING costs- accommodation/food etc. are divided by agreement.
DIVING costs - recommended they be divided into:
a) FIXED: shared equally per PERSON originally intending to Dive.
- Boat/compressor tow charges, standard Boat-levy charges,
b) RUNNING: shared per BOAT-DIVE done. (or treat as FIXED)
- Boat fuel/oil (fuel tanks to be returned full),
c) TRAINEES: £2/shore dive; £3/ boat dive toward Instructor costs (under review 2011)
THOSE INSTRUCTING may request training-day travel/boat cost refunds from ISAC

10. Procedure/ Checklists for Boat Marshalls/Towers July 2011

COPIES OF LISTS AS ATTACHED TO BOAT:

ISAC YELLOW -5M HUMBER/ 60 HP YAMAHA CHECKLIST #LOGBOOKS IN CONSOLE DRY BOXES!#
(Photocopy regularly for Equ Off)

BOAT MARSHALL/USER-

ON COLLECTING BOAT, CHECK:
* Boat, Sounder+T'ducer, Engine OK condition.
* Dry & Wet Box Contents, Compass OK
* Trailer + Spare Wheel OK,
* Hubs- Grease
* Towboard & Cable secure + lights OK
* Winch, boat H/down strap & Jockey wheel OK
* Engine propped, covered. Spare prop. on transom
* (LOGBOOK - if present)

ON RETURN:
* Run engine in fresh water, or at least monthly- COMPETENT PERSON to add muffs/hose for 15mins.
* Hose Boat In & Out + any Fuel Tanks
* Hose Trailer + Wheels + Cables
* Deflate Tubes slightly
* Spray WD40 on Winch & inside Engine Cowl
* Check Boat/Trailer/Boxes as collection list
* Check/REPORT any damage/loss
* Elec Isolator OFF, Fuel Tank Full, Oil reservoir Full
* LOGBOOK - complete, STATE ANY PROBLEMS, name.
* Return OxyKit,VHF,Dryspares Box to Keeper

ON LAUNCH:
* Main +spare Fuel Tanks full, Engine Oil OK
* Wheel Hubs kept above water, grease before return(YRIB)
* Hull Drain Plug in.

ITEMS KEPT INYELLOW BOAT:
IN HULL: (70l fixed tank)+ 5l Fuel can; shot wt.+40M rope; Fender; Sump pump.
ON TRANSOM: 2 Paddles; Flagpole+holder; Wood Engine-prop; Prop sack; Spare prop; transducer.
2 A-FRAME BOXES: (LH) 4x Flares; (RH) spare key/kill cord, Spare plugs/cord, spanner/tools; WD40
IN SEAT/ON CONSOLE: (tank beneath) Petrol hose; thick hose; funnel, cords ;Tube repair kit; Sounder; fixed VHF
DRY BOX: Tube Pump;First Aid Box?; Ignition Key/kill cord; Ist Aid kit; Wash muffs;
ANCHOR BOX/ROPE: 2kg Plough Anchor+4m Chain+50m Rope+Buoy+Bowclip; 4m Painter/clip; 6m Rope; Line.

ITEMS TO REMOVE FROM BOAT FOR STORE:
OXYGEN KIT (ORANGE TUBES)
HandHELD VHF (if used)
H/B COMPASS & SOUNDER

ITEMS NEVER IN BOAT (In accompanying Car)
RED/BLACK DRYSPARES BOX: Wheel Hub/Bearings; Grease (eg Aqualube) +Gun; Wheeljack; Towboard bulbs

Your I.S.A.C. Notes: